## **Attendance Reporting**

Mark attendance after <u>each</u> first class meeting, if possible.

1) Begin at www.northeaststate.edu



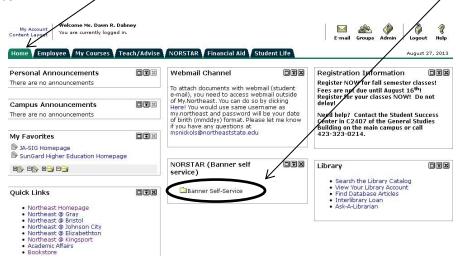
3) Log in using your username and password.

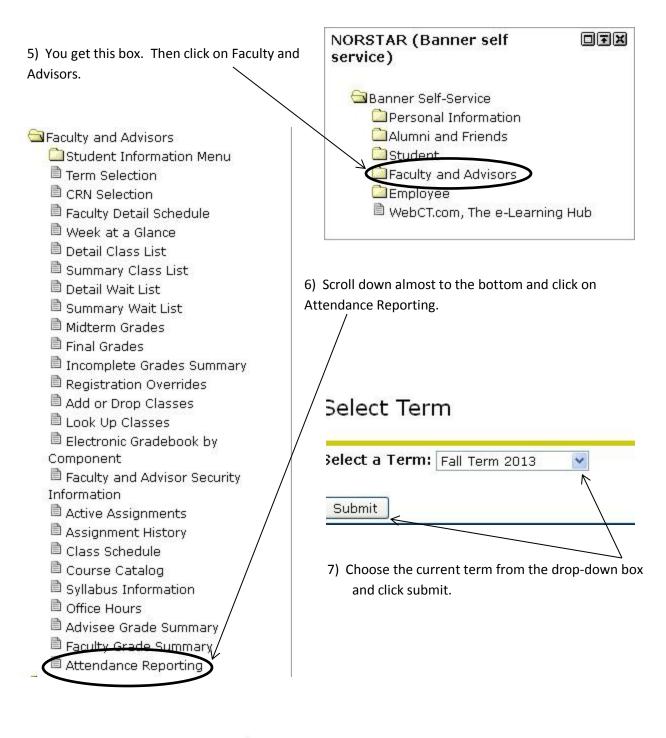
If you have forgotten either or both of them, use the links below for assistance.

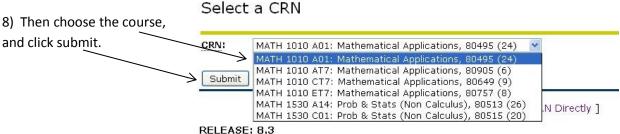


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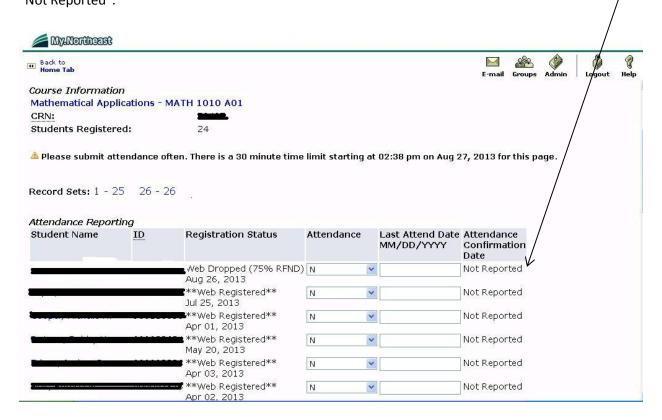
4) Make sure you are on the "Home" tab. Locate <u>Norstar</u> in the middle of your screen. Click on Banner Self-Service.



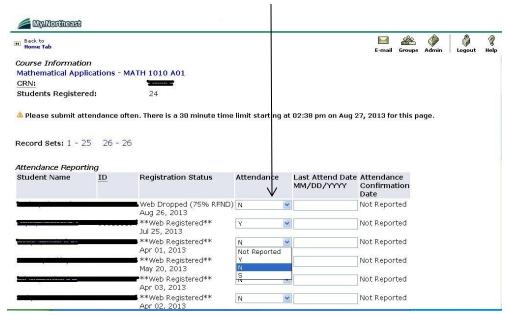




9) You see what looks like your class roster. On the right, notice that everyone in the list is marked as "Not Reported".



10) Begin at the top of the list. Using the drop-down box mark a "Y" for each student who attended your class. Leave an "N" for those who have not yet attended. <u>Do not choose any other option</u>. Your entire page should have "Y" or "N" for each student in the list.

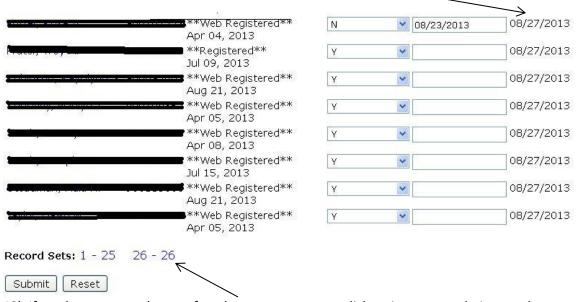


11) When you get to the bottom of the page, click Submit.



△ Please submit attendance status often. There is a 30 minute time limit starting at 02:38 pm on Aug 27, 2013 for this page.

12) If you have more than 25 students, you may have a second page to do. <u>Submit</u> this page first! When the right-hand column changes to dates, this page is complete. \_\_\_\_



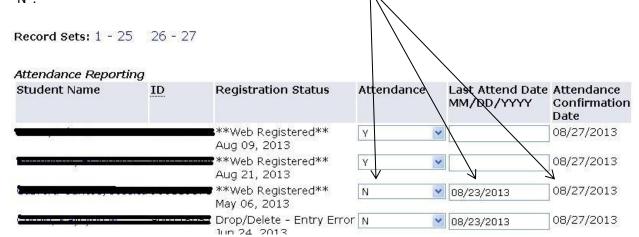
- 13) If you have a second page of students, now you may click on it to report their attendance.
- 14) When you are finished with this session of attendance reporting, Logout.



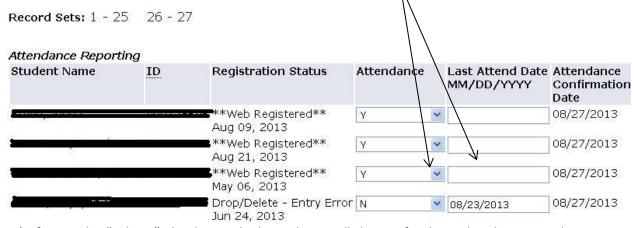
## **Attendance Reporting**

After initial class meeting, you should continue to check your class roster <u>before</u> each subsequent class meeting, and check the Attendance Reporting screen <u>after</u> each subsequent class meeting. If a student has been purged from your class, you will want to inform that student if he or she attends that class meeting. If a student either missed the first class meeting, or got purged and re-enrolled in you class, you will want to mark that student's attendance appropriately.

- 1) In either case, follow the former directions to get to the Attendance Reporting Screen for the appropriate class.
- 2) A student who missed the first class will appear like this: An "N" will appear in the Attendance column, a Last Attend Date will be listed, and the right-hand column will list the date you reported that "N".



3) To change that student's attendance, use the drop-down box to change the "N" to a "Y", and backspace over the Last Attend Date to delete it. Your "Y" will not be accepted if you do not delete that date.



4) After you hit "Submit", the date in the last column will change, for the updated entries only.

Student Name	<u>ID</u>	Registration Status	Attendance	Last Attend Dat	e Attendance Confirmation Date
		***Web Registered** Aug 09, 2013	Y	<b>v</b>	08/27/2013
		***Web Registered** Aug 21, 2013	Υ	<b>Y</b>	08/27/2013
		***Web Registered** May 06, 2013	Υ	~	08/29/2013
		Drop/Delete - Entry Error	N	<b>9</b> 08/23/2013	08/27/2013

5) You can spot a student who got added late to your course, or a student who got purged then added back to your course: as you glance down the right column of dates, look for any student with "Not Reported" instead of a date.



6) Simply leave this as an "N" if the student has not yet attended, or change to a "Y" if the student has <u>ever</u> attended that class. Again, when you hit "Submit" the "Not Reported" will change to the current date for that student.



Remember to check class rosters and attendance diligently during the first two weeks of class, and then again when reminded later in the semester. It is crucial to students with Financial Aid that this is done both promptly and correctly! Thank you for your attention to this matter, and please do not hesitate to ask for assistance for this or any other issue.